

# ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

## PROVISIONAL ADULT EDUCATION CERTIFICATE

*CERTIFICATE MAY BE USED TO TEACH IN THE AREAS OF ADULT BASIC EDUCATION, GENERAL EDUCATIONAL DEVELOPMENT, ENGLISH AS A SECOND LANGUAGE, OR CITIZENSHIP.*

- **All requirements for the Provisional Adult Education Certificate must be met.** The provisional certificate is valid for three years and is not renewable. **Fees are not refundable.**
  1. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
  2. Option A or B:
    - A. A Bachelor's degree or higher from an accredited institution. Official transcript(s) required.
    - B. **Three years** of verified experience as a teacher, tutor, or aide in an adult education program or in grades K-12. (Please submit a letter on official letterhead from adult education program administrator to verify experience.) Up to **two years** of experience may be waived by postsecondary academic credit, with 30 semester hours equivalent to one year of experience.

## REQUIREMENTS FOR THE STANDARD ADULT EDUCATION CERTIFICATE

- **All requirements for the Standard Adult Education Certificate must be met.** The standard certificate is valid for six years and is renewable. **Fees are not refundable.**
  1. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
  2. **One year** of verified part-time or full-time teaching experience under a Provisional Adult Education Certificate. (Please submit a letter on official letterhead from adult education program administrator to verify teaching experience.)
  3. Completion of 10-clock hours in a professional development program since the issuance of the Provisional Adult Education Certificate. (Please submit a letter on official letterhead from adult education program administrator to verify clock hours.)

## RENEWAL REQUIREMENTS FOR THE STANDARD ADULT EDUCATION CERTIFICATE

- **All requirements for renewal of the Standard Adult Education Certificate must be met. Fees are not refundable.**
  1. Completion of 60-clock hours in a professional development program. (Please submit a letter on official letterhead from adult education program administrator to verify clock hours.)

\*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.